


|   |                                      |                 |
|---|--------------------------------------|-----------------|
|  | INDIANA DEPARTMENT OF CHILD SERVICES |                 |
|   | PROBATION SERVICES MANUAL            |                 |
|   | Chapter 2: Placements                | Effective Date: |
|   | Section 15: Income                   | Version: 1      |

## PROCEDURE

### Income

Income information for household members is only required when a probation youth is placed. The Income tab captures Removal Month Income for all household members as well as Ongoing Income for the probation youth only, if appropriate. In order to determine eligibility for federal funding for a placed probation youth, the probation officer needs to report earned income, unearned income, assets and whether expenses were incurred for each person, even if there is none.

If Removal Month Income was not entered when completing the initial Placement Wizard, it can be added later on the Income tab.

CASE: - Basic Abby Action: [Add New Service Referral](#) [Go](#)

Case Information Services Placements Hearings **Income** Attachments Notifications (1)

**REMOVAL MONTH INCOME: March-2013**

| Case Person Name                                       | Earned Income         | Unearned Income       | Assets                | Expenses              |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="checkbox"/> <a href="#">Basic, Abby</a>   | - <a href="#">Add</a> | - <a href="#">Add</a> | - <a href="#">Add</a> | - <a href="#">Add</a> |
| <input type="checkbox"/> <a href="#">Basic, Mother</a> | - <a href="#">Add</a> | - <a href="#">Add</a> | - <a href="#">Add</a> | - <a href="#">Add</a> |
| <input type="checkbox"/> <a href="#">Basic, Father</a> | - <a href="#">Add</a> | - <a href="#">Add</a> | - <a href="#">Add</a> | - <a href="#">Add</a> |

**ONGOING INCOME:**

| Case Person Name                                     | Earned Income         | Unearned Income       | Assets                |
|--|-----------------------|-----------------------|-----------------------|
| <input type="checkbox"/> <a href="#">Basic, Abby</a> | - <a href="#">Add</a> | - <a href="#">Add</a> | - <a href="#">Add</a> |

The removal month and year is indicated at the top of the grid – income, assets and expenses for the entire one month period is entered for each Case Person listed. To most efficiently enter the data, click on the Case Person's name in "blue". This will enable the screen to enter all four pieces of information for that person

**Removal Income for Basic, Abby**

**Earned Income**

☒ I verify that person had zero dollars worth of income

Verification: \*

**Unearned Income**

☒ I verify that person had zero dollars worth of income

Verification: \*

**Assets Income**

☒ I verify that person had zero dollars worth of assets

Verification: \*

**Expense**

☒ I verify that person had zero dollars worth of expenses

Save Clear Cancel

The system auto defaults to no such income or assets. If this is correct, simply select from the Verification drop down in that section the manner by which the probation officer acquired this information. It is recommended that hard copy documents be obtained if at all possible; if taking a verbal statement from the person, the PO needs to make note of the information that was provided in the case file. Only if the youth or their family members absolutely refuse to provide income/asset information should “Refused to Verify” or “Unable to Verify” be selected. These choices of verifications will automatically cause the youth to be ineligible for federal funding.

**Removal Income for Basic, Mother**

**Earned Income**

☐ I verify that person had zero dollars worth of income

Types of Income/Assets: \* Monthly Amount (rounded to nearest dollar): \*

Verification: \*

**Unearned Income**

☒ I verify that person had zero dollars worth of income

Verification: \*

**Assets Income**

**Earned Income** – to enter actual earned income received, take off the check mark from the statement “I verified that person had zero dollars worth of income.” That will enable the three fields to appear:

- **Types of income** – select from 1) employment; 2) In-kind earnings; 3) Other earned income; and 4) Self –employment.
- **Monthly amount** – for the entire removal month what is the total amount the person actually received. Round to the nearest dollar; do not enter cents.
- **Verification** – select the appropriate means by which the earned income information was reported or gathered.

**Unearned Income** – to enter actual unearned income received, if other than zero, uncheck the statement “I verified that person had zero dollars worth or income.” That will enable the three data fields to appear:

- **Types of income** – select from the options available in the drop down.
- **Monthly amount** – enter the dollar value of this type of income that the person actually received during the entire removal month.
- **Verification** – select the appropriate means by which the earned income information was reported or gathered.

**Assets** – if the case participant had assets in the removal month, uncheck the statement “I verified that person had zero dollars worth of assets.” That will enable the three data fields to appear:

- **Types of assets** – select from the options available in the drop down. For life insurance, please be sure to list only the cash value not the face value of the policy (i.e., if the policy were cashed in today, what would be the monetary worth; NOT what would the beneficiary receive if the person were to die).
- **Monthly amount** – enter the dollar value of the asset; for motor vehicles/boats/RVs use the Kelley Blue Book to find the estimated value based on model and year.
- **Verification** – select the appropriate means by which the asset information was reported or gathered.

**Expenses** – if the person has incurred one of the expenses listed – alimony, child support, or child care – during the removal month, this may be used as a disregard when calculating the household’s financial need. These types of expenses are generally only incurred by the adults living in the household. No verification is needed.

- **Type of expense** – select from the drop down.
- **Monthly amount** – enter the dollar value spent.

Upon completing all four sections for the case participant, click “Save” at the bottom of the pop up and the data will save to the income grid.

CASE: - Basic Abby

Action: [Add New Service Referral](#) [Go](#)

| Case Information  | Services                            | Placements          | Hearings                    | Income                                 | Attachments | Notifications       |          |                     |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |
|---|-------------------------------------|---------------------|-----------------------------|--|-------------|---------------------|----------|---------------------|--------|------|--------|--------------|--------|--------|-----------------|---------|-----------------------------|--|--------|--|--|-----------------------------|--|----------|--|--|----------------|--|----------|-------------------------------------|----------|-----------------------------|--|
| REMOVAL MONTH INCOME: March-2013  |                                     |                     |                             |  |             |                     |          |                     |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |
| Case Person Name  | Earned Income                       |                     | Unearned Income             |  | Assets      |                     | Expenses |                     |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |
| <input type="checkbox"/> <a href="#">Basic, Abby</a>  | No                                  | <a href="#">Add</a> | \$694.00                    | <a href="#">Add</a>                    | \$50.00     | <a href="#">Add</a> | No       | <a href="#">Add</a> |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |
| <table><tr><th>Income</th><th>Type</th><th>Amount</th><th>Verification</th><th>Action</th></tr><tr><td>Assets</td><td>Savings Account</td><td>\$50.00</td><td>Client Statement or Records</td><td><a href="#">Edit</a> <a href="#">X</a></td></tr><tr><td>Earned</td><td></td><td></td><td>Family Statement or Records</td><td><a href="#">Edit</a> <a href="#">X</a></td></tr><tr><td>Expenses</td><td></td><td></td><td>Not Applicable</td><td><a href="#">Edit</a> <a href="#">X</a></td></tr><tr><td>Unearned</td><td>SSI ( Supplemental Security Income)</td><td>\$694.00</td><td>Government Records/Document</td><td><a href="#">Edit</a> <a href="#">X</a></td></tr></table> |                                     |                     |                             |  |             |                     |          |                     | Income | Type | Amount | Verification | Action | Assets | Savings Account | \$50.00 | Client Statement or Records | <a href="#">Edit</a> <a href="#">X</a> | Earned |  |  | Family Statement or Records | <a href="#">Edit</a> <a href="#">X</a> | Expenses |  |  | Not Applicable | <a href="#">Edit</a> <a href="#">X</a> | Unearned | SSI ( Supplemental Security Income) | \$694.00 | Government Records/Document | <a href="#">Edit</a> <a href="#">X</a> |
| Income  | Type                                | Amount              | Verification                | Action                                 |             |                     |          |                     |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |
| Assets  | Savings Account                     | \$50.00             | Client Statement or Records | <a href="#">Edit</a> <a href="#">X</a> |             |                     |          |                     |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |
| Earned  |                                     |                     | Family Statement or Records | <a href="#">Edit</a> <a href="#">X</a> |             |                     |          |                     |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |
| Expenses  |                                     |                     | Not Applicable              | <a href="#">Edit</a> <a href="#">X</a> |             |                     |          |                     |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |
| Unearned  | SSI ( Supplemental Security Income) | \$694.00            | Government Records/Document | <a href="#">Edit</a> <a href="#">X</a> |             |                     |          |                     |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |
| <input type="checkbox"/> <a href="#">Basic, Mother</a>  | -                                   | <a href="#">Add</a> | -                           | <a href="#">Add</a>                    | -           | <a href="#">Add</a> | -        | <a href="#">Add</a> |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |
| <input type="checkbox"/> <a href="#">Basic, Father</a>  | -                                   | <a href="#">Add</a> | -                           | <a href="#">Add</a>                    | -           | <a href="#">Add</a> | -        | <a href="#">Add</a> |        |      |        |              |        |        |                 |         |                             |  |        |  |  |                             |  |          |  |  |                |  |          |                                     |          |                             |  |

If the case participant has more than one earned income or more than one asset, click on the blue “Add” under the appropriate heading (i.e., Earned Income, Unearned Income, Assets) and the same three data fields will appear. Once “Save” is clicked, another line will add to that person’s income data on the grid.

Service

Income: Mar

Name

Type

Savin

Removal Unearned for Basic, Abby

Unearned Income

☐ I verify that person had zero dollars worth of income

Types of Income/Assets:\*

Monthly Amount (rounded to nearest dollar):\*

Verification:\*

Save

Clear

Cancel

<https://financialsqa.dcs.in.gov/ICWIS/CaseRemovalIncome.aspx?ControlParameterVal>

Child

Wednes

W Service R

Expenses

to

Action

[Edit](#) [X](#)

[Edit](#) [X](#)

[Edit](#) [X](#)

[Edit](#) [X](#)

SSI ( Supplemental Security Income)

\$694.00

Government Records/Document

[Edit](#) [X](#)

To edit a particular income/asset/expense line, click on the blue “Edit” at the end of that line. To delete the line altogether, click on the red X.

**Ongoing Income** – for purposes of federal funding eligibility, only ongoing income for the probation youth needs to be entered. Generally the types of income that would be reported for the youth are such unearned income as Supplemental Security Income (SSI), Retirement, Survivor or Disability Income (RSDI), Adoption Assistance Payment (AAP) or child support. Assets of substantial size, such as trust funds or CDs that are in the youth’s name should also be documented. Click the “Add” under the appropriate type of income or assets to enable the data fields.

The screenshot shows a web browser window titled "KidTraks - Case Ongoing Income -- Webpage Dialog". The address bar displays a URL from the Indiana Department of Child Welfare Services (dcs.in.gov). The page content is titled "Ongoing Unearned for Basic, Abby". Below this title is a yellow header section labeled "Unearned Income". The form contains several fields: a dropdown menu for "What type of income or asset was it?\*", a text input for "What is the monthly amount (rounded to nearest dollar) received?\*", a "Start Date:" field with a calendar icon, an "End Date:" field with a calendar icon, and another dropdown menu for "How did you verify this income or asset?:". At the bottom of the form are three buttons: "Save", "Clear", and "Close".

- **What type of income or asset was it?** - Drop-down from which to select the type of income or asset.
- **How much money was received or was the asset worth?**- Entry field for typing in amount.
- **How often will they receive this amount?**- Drop-down list with choices of monthly, weekly, hourly from which to select. Generally, the answer is 'monthly'.
- **For how long?** - Date field to complete for when the income began.
- **How did you verify this income or asset?** - Drop-down list from which to select what was used to verify the information.